



U.S. DEPARTMENT OF JUSTICE

Office of the United States Trustee

District of Alaska

605 West 4th Avenue
Suite 258
Anchorage, Alaska 99501

(907) 271-2600
FAX (907) 271-2610

OBTAINING A REPLACEMENT OR NEW SOCIAL SECURITY CARD

The process for obtaining a new or a replacement social security card or obtaining confirmation of holder's social security number from the Social Security Administration is outlined below:

1. **For a new card or a replacement of a lost card or a new card because of a name change.** Instructions and the necessary application form can be obtained through SSA's national toll free number 1-800-772-1213 or from SSA's web site:
www.ssa.gov

Or

Mondays through Fridays at the local office of

ANCHORAGE

**Social Security Administration
222 West 8th Avenue, #66
(in the Federal Court House Annex)
Anchorage, Alaska 99513-9966
(907) 271-4880**

JUNEAU

**Social Security Administration
P.O. Box 21327
709 W. 9th Street, Room 231
(in the Federal Court House)
Juneau, Alaska 99802
(907) 586-7126**

FAIRBANKS

**Social Security Administration
101 12th Avenue Box 9, Room 138
(in the Federal Court House)
Fairbanks, Alaska 99701
(907) 456-0241**

KETCHIKAN

**Social Security Administration
P.O. Box 5837
648 Mill Street, Room 503
(in the Federal Court House)
Ketchikan, Alaska 99901
(907)-225-8945**

2. An applicant for a replacement or new social security card must use form **SS-5**, available at the SSA office or the web, along with instructions for filling it out. This form is the universal form used for both obtaining a new social security card and number or a replacement for one if the card holder has lost his or her card, or if the card holder's name has changed. **The applicant should receive the new or replacement card within 10 to 14 days.**

For a replacement card Social Security requires the applicant to furnish one "identifying document," including a driver's license, marriage or divorce record, military records, insurance policy, employer ID card, adoption record, passport, health insurance card or school ID card.

For a name change on a card Social Security wants documentation showing the applicant's old name and the new name.

Only original documents or certified copies of original documents are acceptable proof.

3. **Quick verification of a person's social security number (known as "Third Party Notification").** The only other method available through Social Security for obtaining confirmation of a person's social security number is called **"Third Party Notification."** By this method **the verification can be obtained in 4 to 5 days.**

First, the applicant's attorney prepares a letter for the debtor requesting that the local office of Social Security verify the card holder's social security number and notify the U.S. Trustee, of the cardholder's correct number. The letter needs to contain the U.S. Trustee address, 605 W. 4th Avenue, Ste 258, Anchorage, AK 99501, and a brief explanation of the reason for the request.

Second, the card holder takes the letter in person to the local office of Social Security Administration (222 West 8th Avenue, #66) and fills out a form which the local office maintains on computer (**SSA Form 7028**). The applicant must produce identification to SSA (driver's license, military records, etc.)

Please present any special problems this new initiative may cause to this office for resolution. We appreciate your cooperation.